

**JOINT INTEROPERABILITY TEST COMMAND
FORT HUACHUCA, ARIZONA 85613-7051**

JITC Instruction 640-195-01

31 January 2008

TEST AND EVALUATION

Capability Test Team (CTT)

1. Purpose. This instruction prescribes policy and assigns responsibilities for the establishment of a CTT.

2. Applicability. This instruction applies to all military and civilian personnel assigned to or employed by the Joint Interoperability Test Command (JITC) and contractors engaged in work on behalf of JITC.

3. Authority. This instruction is published in accordance with the authority contained in Defense Information Systems Agency (DISA) Instruction 640-195-4 (to be published).

4. Reference. JITC Instruction 380-50-02, JITC Interoperability and Standards Conformance Test and Evaluation (T&E) and Certification Instruction, 28 September 2004 (under revision).

5. Definition. Capability Test Team (CTT). The CTT is a cross-cutting team of subject-matter-experts (SMEs) covering the traditional areas of Operational Test and Evaluation (OT&E), Interoperability (IOP), Information Assurance (IA), Developmental Testing (DT), and other areas as appropriate.

6. Policy.

6.1 The JITC will use the CTT as the standard organizational construct to provide early and continuous expert involvement by the JITC T&E community in the acquisition life-cycle for each DISA program when JITC is the lead Operational Test Agent (OTA); and DISA Acquisition Category (ACAT) IAC, IAM, ID, and ACAT III programs; and programs on the Director, Operational Test and Evaluation (DOT&E) Oversight List. The JITC Commander may form a CTT for other programs as appropriate.

6.2 The CTT is established to develop a cohesive T&E strategy that will best support the life-cycle of the program and to provide a single point of contact for all matters associated with the T&E of a DISA or other selected program.

6.3 The membership of a CTT will consist of a CTT lead and appropriate SMEs. For DISA T&E oversight programs, a CTT will, when appropriate, include at least one uniformed service member preferably E6 or above.

OPR: JT4

DIST: All JITC Military, Civilian, and Contractor Personnel.

6.4 The CTT lead will, when appropriate, be in the pay grade of GS-14 or 0-5, or above. The CTT leads for JITC established programs will remain as previously assigned.

7. Procedures.

7.1 When a new program comes into JITC, it is assigned to a division/portfolio as appropriate. The division/portfolio chief will assign a lead Action Officer (AO) for the program. This lead AO will be responsible for requesting the appropriate SMEs to support all T&E aspects of the program. If the program meets the criteria for establishing a CTT, then the lead AO will form an informal CTT, and will temporarily act as CTT lead until the CTT is formally established and CTT lead is formally appointed. At their first meeting, the CTT members will decide, in terms of the best interest of the program, who would make the best CTT lead. They will provide their recommendation through the chain of command.

7.2 If there is disagreement, the appropriate division/portfolio chiefs who are the stakeholders for the program will forward their recommendations to the Commander for consideration. Replacement selections will be made with sufficient time to allow both a seamless transition and the timely issue of the CTT Appointment Memo.

8. Responsibilities.

8.1 The JITC Commander will:

8.1.1 Establish CTTs and appoint, in writing, a CTT lead for each team. The Commander will approve all changes to the CTT composition.

8.1.2 Inform the Test and Evaluation Executive (TE) of the establishment of, or any changes to the CTT membership.

8.1.3 Provide oversight of the CTT lead and be responsible for the commitment of command resources in support of the CTT.

8.2 The CTT Lead will:

8.2.1 Be Defense Acquisition University (DAU) Test and Evaluation Level 3 certified/qualified, or will obtain certification/qualification within 24 months of appointment.

8.2.2 Establish a program-specific CTT charter for the test team within 14 calendar days of designation. The CTT charter will define the purpose, scope, roles, responsibilities, and rules of engagement of each party involved in the test and evaluation. The CTT members and their supervisors will sign the charter signifying acceptance of the conditions.

8.2.3 Be empowered to represent the JITC Commander at the Test and Evaluation Working Integrated Product Team (WIPT) or similar working groups. In addition, the CTT lead will co-Chair the WIPT for DISA programs when JITC is the lead Operational Test Agency (OTA). The

CTT lead will use professional discretion and judgment in exercising this empowerment and raise issues through the chain of command as appropriate.

8.2.4 Assemble the team using appropriate SMEs in coordination with the applicable portfolio chiefs. The team will include, when appropriate, at least one uniformed service member. Figure 1 depicts a notional CTT structure.

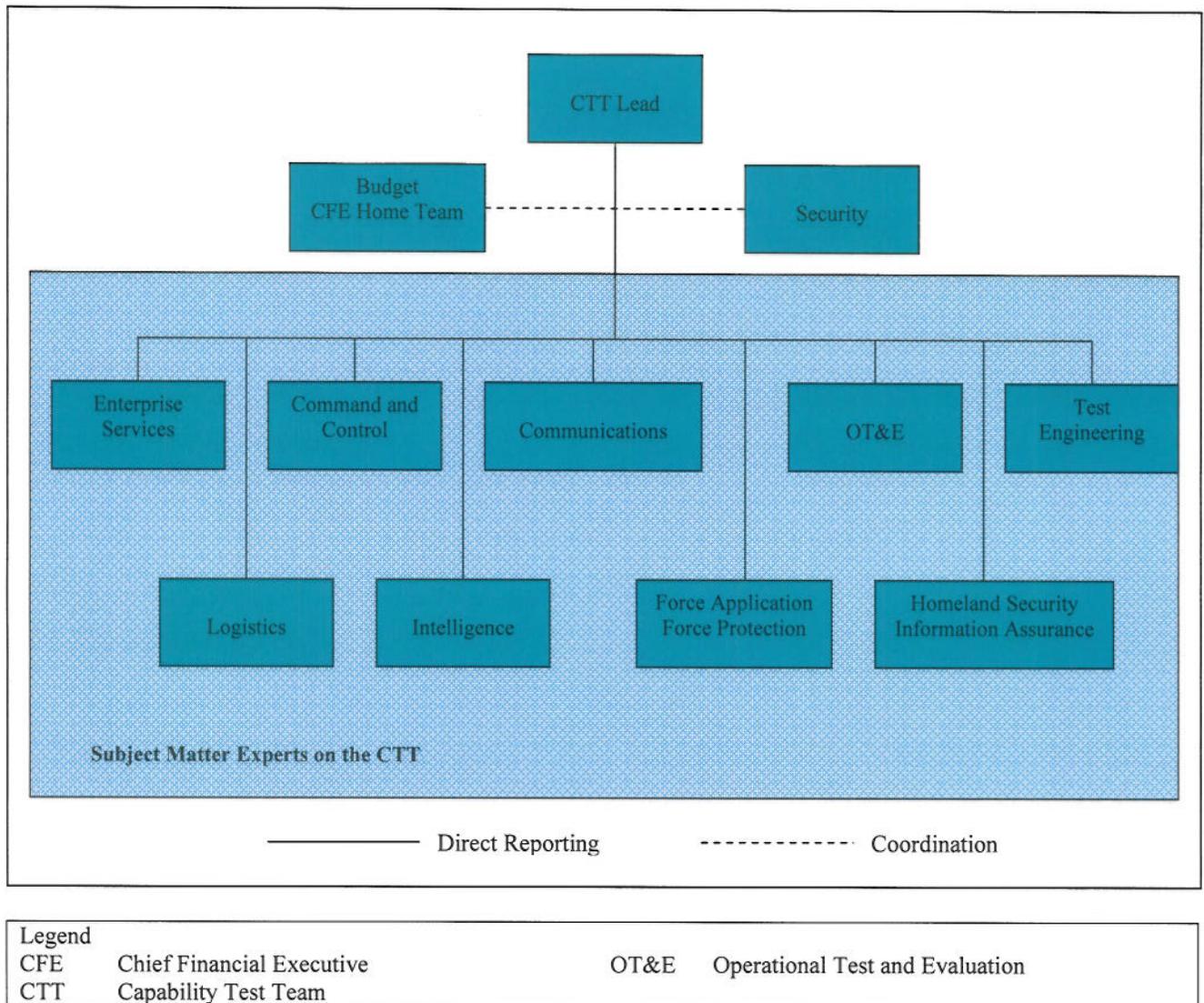


Figure 1. Notional Capability Test Team Structure

8.2.5 Notify the JITC Commander of the membership, and request approval for any changes to the CTT.

8.2.6 Assist the program in all T&E related matters.

8.2.7 Be the Program Manager's single point of contact for all JITC testing and certification matters, to include all budget and schedule issues.

8.2.8 Synchronize and integrate all T&E activities that support acquisition strategies.

8.2.9 Submit test reports, evaluation reports, and other test documentation to the JITC Commander for approval.

8.2.10 Assign the best qualified person to chair the Data Authentication Group (DAG).

8.2.11 Direct the system's JITC testing and certification effort. The lead shall ensure that the program's overall JITC T&E and certification strategy is technically sound, coordinated through the Policy Branch, and that the system's capabilities/requirements are thoroughly evaluated to minimize the risk to the warfighter.

8.2.12 Serve as the central/single JITC POC to coordinate all issues involving requirements, testing, certification, and funding, to include any Memorandum of Agreement/Memorandum of Understanding (MOA/MOU) with the system sponsor. This includes ensuring the necessary test methodologies, test tools and procedures, and support systems are available, or developed as needed.

8.2.13 Generate a consolidated cost estimate and proposal that addresses the entire JITC effort and approach to be resourced by the Program Management Office.

8.2.14 Comply with other lead AO's responsibilities as specified in Chapter 2 of the reference.

8.2.15 Be accountable for the CTT.

8.2.16 Provide written input to the CTT member's supervisors for use in the annual performance appraisal.

8.2.17 Ensure that all members of the CTT complete the DAU basic T&E course, Introduction to Acquisition Workforce Test & Evaluation (TST 102), within 6 months of being assigned to a CTT.

8.3 The CTT Members will:

8.3.1 Actively participate in the CTT, provide support in their areas of responsibilities, and advise the CTT lead, as applicable.

8.3.2 Have completed the DAU basic T&E course, Introduction to Acquisition Workforce Test & Evaluation (TST 102), or finish the course within 6 months of being assigned to a CTT.

8.3.3 Comply with other AO's responsibilities as specified in Chapter 2 of the reference.

8.4 The Supervisors of the CTT members will:

8.4.1 Assist the CTT in the performance of their mission.

8.4.2 Empower CTT members with the broadest scope of authority possible, and ensure that the scope is mutually understood.

8.4.3 Support and mentor CTT member's efforts and actions.

8.4.4 Provide training for personnel to acquire the requisite knowledge and skills to serve as CTT members.

8.4.5 Solicit feedback from the CTT member on team progress.

8.4.6 Be accessible to resolve issues beyond the normal scope of CTT members. Issues should be forwarded through the chain of command for resolution, as necessary.

8.4.7 Provide rapid feedback to CTT members.

8.4.8 Rate CTT members as appropriate. The rating chain remains the same.

8.4.9 Resolve conflicts due to multiple commitments with the CTT's chain of command.

9. Effective Date. This instruction is effective immediately from date of issue.



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Commander